Mail to: **RACT/BACT/LAER CLEARINGHOUSE**
RBLC (MD-12)
US EPA
RTP, NC 27711

RACT/BACT/LAER CLEARINGHOUSE INPUT FORM

Date Submitted _____

Facility Information

Company/Plant Name: _____

Plant/Facility Contact Information:

☐ check here if plant contact address is the same as the facility address

Plant Contact Name: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____

Facility Address: _____

City: _____

State: _____ County: _____ Zip Code: _____

Physical Plant Location Information: UTM Coordinates: X: _____ Y: _____ Zone: _____

Class One Areas Affected within 100km and/or 250km of source:

Source Name	Distance (km)	Source Name	Distance (km)

Public Hearing Held? Y N

Permitting Agency Contact Information:

Permitting Agency: _____ Address: _____

Agency Contact: _____

Telephone Number: _____ Fax: _____

E-Mail Address: _____ County: _____ State: _____ Zip Code: _____

The Source is: New Modified (circle one)

Permit Number: _____

AIRS Facility Number: _____

EPA ID Number: _____

SIC Code: _____

Scheduling Information: Date (circle one)

Received Application: ___/___/___ Estimated/Actual

Final Permit Issued: ___/___/___ Estimated/Actual

Start Up Operation: ___/___/___ Estimated/Actual

Compliance Verification: ___/___/___ Estimated/Actual

Source Name: _____ Permit Number: _____

PLANTWIDE INFORMATION

Facility Notes: _____

Plant Information - On this attached form, please include the following information on the facility being permitted:

Brief Plant Description/Narrative (for example - Chemical Plant, Steel Mill, Paint Manufacturing, etc.): _____

Brief Emission Source(s) Description (for example - boiler, paint spray booth, furnace, etc.): _____

Type(s) of Fuel Used at this Facility: _____

Description of the Pollution Abatement Strategy (for example - fabric filter, ESP, carbon adsorbers, powder coatings, etc.): _____

Plantwide Emissions/Emissions Increase Information (Rate After Control)**:**

Pollutant:	Emissions (T/YR):	Pollutant:	Emissions (T/YR):	Pollutant:	Emissions (T/YR):

RACT/BACT/LAER Clearinghouse Input Form, page 3 (Process/Pollutant Information)

Source Name: _____ Permit Number: _____

Process Information

Process Name/Description: _____

RBLC Process Code: _____ SCC Code: _____

Throughput Capacity/Size: _____ Primary Fuel: _____

Compliance Verified? Y N If so, By What Method? (circle those that apply): Stack Test? Y N Calculation? Y N
Other Test? Y N Inspection? Y N

Other Method? _____

Process Notes : _____

_____

Pollutant Information

Pollutant Name: _____

CAS Number: _____

Pollution Reduction Method Description:

- ❑ Pollution Prevention (P2)
- ❑ Add-on Control Device
- ❑ Both P2 and Add-on
- ❑ No Controls Feasible

Pollution Prevention/Add-on Control Equipment Description: _____

_____

_____

Basis of Limit (circle one): BACT-PSD BACT-Other LAER MACT GACT RACT NSPS NESHAPS OTHER

No. of Pollution Reduction Options Examined: _____ Overall % Efficiency of Control/ Prevention System: _____

Rank of Pollution Reduction Option Selected: _____ Emission Type? (circle one): area point fugitive

Emission Limits: Primary: _____ Alternative: _____

RBLC Standard Emission Limit (where applicable): _____

Pollution Control Cost Info: Costs verified by Agency? Yes No O & M Costs: _____ Annualized Costs: _____

Capital Costs: _____ Costs are in _____ (year) dollars. Cost Effectiveness ($/T of poll. removed): _____

RBLC Input Form, page 4 (Pollutant Information - continuation page) Source Name: _____

Process Description: _____ Permit Number: _____ RBLC Process Code: _____

Information on Additional Pollutants

Pollutant Information

Pollutant Name: _____ CAS Number: _____

Pollution Reduction Method Description:

❑ Pollution Prevention (P2) ❑ Both P2 and Add-on
❑ Add-on Control Device ❑ No Controls Feasible

Pollution Prevention/Add-on Control Equipment Description: _____

Basis of Limit (circle one): BACT-PSD BACT-Other LAER MACT GACT RACT NSPS NESHAPS OTHER

No. of Pollution Reduction Options Examined: _____ Overall % Efficiency of Control/ Prevention System: _____

Rank of Pollution Reduction Option Selected: _____ Emission Type? (circle one): area point fugitive

Emission Limits: Primary: _____ Alternative: _____

RBLC Standard Emission Limit (where applicable): _____

Pollution Control Cost Info: Costs verified by Agency? Yes No

O & M Costs: _____ Annualized Costs: _____

Capital Costs: _____ Costs are in _____ (year) dollars. Cost Effectiveness ($/T of poll. removed): _____

Pollutant Information

Pollutant Name: _____ CAS Number: _____

Pollution Reduction Method Description:

❑ Pollution Prevention (P2) ❑ Both P2 and Add-on
❑ Add-on Control Device ❑ No Controls Feasible

Pollution Prevention/Add-on Control Equipment Description: _____

Basis of Limit (circle one): BACT-PSD BACT-Other LAER MACT GACT RACT NSPS NESHAPS OTHER

No. of Pollution Reduction Options Examined: _____ Overall % Efficiency of Control/ Prevention System: _____

Rank of Pollution Reduction Option Selected: _____ Emission Type? (circle one): area point fugitive

Emission Limits: Primary: _____ Alternative: _____

RBLC Standard Emission Limit (where applicable): _____

Pollution Control Cost Info: Costs verified by Agency? Yes No

O & M Costs: _____ Annualized Costs: _____

Capital Costs: _____ Costs are in _____ (year) dollars. Cost Effectiveness ($/T of poll. removed): _____

FORMAT FOR RACT/BACT/LAER CLEARINGHOUSE SUBMITTALS:

Expanded Instructions
(revised July, 2000)

Information can be submitted to the RBLC in the following formats:

- Direct on-line submittal using RBLC Web.
- Paper input using the new Clearinghouse submittal forms (dated 7/2000).

The on-line submittal procedure is the preferred format. Designated users may obtain a password that allows them to access the RBLC data base Edit module on the Web. Users can add new determinations and make changes to current entries in the Clearinghouse. The only other data submittal option is filling out the new RBLC paper form (available for downloading in PDF format on the RBLC Web site). All inquiries concerning RBLC submittals should be directed to:

RACT/BACT/LAER Clearinghouse (MD-12)
Information Transfer & Program Integration Division
U.S. Environmental Protection Agency
Research Triangle Park, North Carolina 27711

OR

The Clean Air Technology Center Information Line
(919) 541-0800, FAX (919) 541-0242

The RBLC Input Form is available for downloading from the Product Information section of the CATC home page. Designed to facilitate the input of determinations and corrections, the form can be used to prepare new determinations and/or to update existing information. For those who wish, the hardcopy (paper) submittal form can be mailed to the RBLC at the above address.

Note from RBLC System Administrator - I have gone through this document and made notes after some of the field descriptions to help State and local agencies with their data entry. Here are some general guidelines:

- Use the RBLC emission unit abbreviations. It may sound trivial, but we can't promote any determinations until this is done. (Here are some examples - "h" for hour, "gr" fir grain, "t" for ton, etc. A complete list is in an appendix of the User's Manual.)

- Enter process names in the correct format. For example: "boiler, coal-fired, 3" is correct; "3 coal-fired boilers" is wrong.

- Choose the correct pollutant name. This requires a little explanation: The "correct" pollutant name from the RBLC drop down list (on-line entry) will have 2 entries separated by a comma. The second entry is the pollutant's CAS number. For example, the correct entry for particulate matter (PM) is "PM, PM" and the correct entry for sulphur dioxide is "SO2, 7446-09-5". In the case of particulate matter, the RBLC abbreviation is PM and, since there is no CAS number for PM, the RBLC uses PM as it's CAS number. In general, if you are doing on-line data entry and the pollutant you are selecting from the drop down list only has one entry (not 2 entries separated by a comma), choose again!)

- Be sure to enter a SIC and SCC number for your facility and process, respectively.

Finally, here are the RBLC data fields we really have to have before we promote your determination:

Facility Level
- Facility/Plant Name
- State
- Permit Number
- SIC Code
- Permitting Agency Contact Name, telephone number, and e-mail address
- Dates the permit was issued and the operation was started

Process Level
- Process Name
- RBLC Process Code
- Processes' SIC code

Pollutant Level
- Pollutant Name
- Primary Emission Limit
- Basis of the limit
- Emission Type
- Pollution Reduction Method code and description

If this information is not included with your submittal, you <u>will</u> get a call from us. Thanks!

INSTRUCTIONS FOR COMPLETING RACT/BACT/LAER CLEARINGHOUSE INPUT FORM

1. **Company Name/Site Location:** Insert name and address of the proposed facility. The address should be the location of the proposed facility not the address of the parent company unless they are the same.

2. **Plant/Facility Contact Information:** The is a person knowledgeable about the process at the plant or facility being permitted. Enter the name, telephone numbers (voice and fax), e-mail address, and physical address of the plant contact. (A check box has been provided if the plant's and the plant contact's physical address are the same.)

   [On-line system does have fields for the street address but this has historically been the street address of the plant not the contact. If the pant address and the plant contact address are not the same, list the plant's physical address.]

3. **Permitting Agency Contact Information:** Indicate the person at the permitting agency to whom requests should be directed. This should be the person most capable of responding to factual questions concerning the source and processes subject to this permitting action. Please provide area code with the phone number, E-mail address, and conventional mail address.

4. **Physical Plant Location Information:** List the Universal Transverse Mercator (UTM) coordinates and UTM Zone of the facility being permitted. (This information is usually listed on United States Geological Survey (USGS) maps of the area where the facility is physically located.) The UTM coordinates are reported as Easting (X) and Northing (y). Easting indicate the horizontal or x coordinate within the UTM Zone for the source and Northing indicate the vertical or y coordinate within the UTM Zone for the source. The RBLC needs this information to determine proximity of the source to Class I areas (e.g., National Parks, Wilderness Areas, etc.). Please list the names of the Class One Areas within 100km of the source and Class One areas located within 100 to 250km of the source and their distance to the source.

5. **Permit/File Number:** This should be the identification number assigned by the agency that issued the permit.

   [In general, each permit with a different permit number should be entered separately. Most of the time one permit number will cover a number of processes/pollutants in a plant. Some agencies issue one permit number per

process and this can lead to one plant (physical location) having many individual permit numbers. We ask that you enter each of these individual permits into it's own RBLC determination. Unfortunately, there is no way to quickly duplicate the facility information, so each will have to be typed in separately. You could list the separate permit numbers in the Facility Notes area of the determination, but this would mean that individuals that search the data base will not be able to find that determination based on a Permit Number search. Since this type of search is done fairly often, we prefer that you list each individual permit number in it's own RBLC determination. Sorry.]

6. **ID Numbers and Codes:** Fill-in the requested AIRS identification number, if available, and the SIC code.

   [We really must have the plant's SIC code!]

7. **Scheduling Information:** Permitting scheduling dates stored include:

   - receipt of application (estimated or actual)
   - final permit issued (estimated or actual)
   - start-up operation (estimated or actual)
   - compliance verification (estimated or actual)

   Please enter all of the scheduling information available.

   [Again, we really must have the "final permit issued" and "start-up operation" dates. In addition, we need the "compliance verification" date if you have it. If you don't list it, you will get a call back a year after the start-up date as a follow-up.]

8. Plantwide Emissions/Emissions Increase Information: Provide the name of each pollutant emitted in significant amounts and indicate the maximum amount of emissions (tons/year) that is anticipated for each pollutant (facility-wide, all processes) under this permit.

   [There are several things that need to be corrected here:

   1 - I suggest you hit the UPDATE button to save/update your data **before** hitting the ADD button at the Plantwide Emissions level. If this is not done, all of the data you entered or changes you made after going into that particular determination may be lost! We are working on correcting the problem.

2 - Be sure to put something in the emissions field beside the particular Plantwide pollutant you select before hitting the ADD button. If you leave the emissions field of the Plantwide Emissions blank and hit the ADD button, you will just have to delete that particular pollutant's Plantwide Emission once you do have the emission rate. You cannot edit the Plantwide emissions line, only delete and re-enter it. If you try to enter the same pollutant twice, you will get a Cold Fusion error.

3 - If you have a Plantwide Emission for a pollutant that is not in the drop down list, please list it in the Facility Notes area of the determination. We are planning to add some (but not all) pollutant names to the Plantwide Emission pollutant drop-down list, but at this time only PM, SOX, NOx, CO, and VOC are on the list.]

9. **Plantwide Information:** Please describe the facility being permitted. Descriptions should be summary and brief. Examples are as follows:

Plant Level - In brief terms, indicate what kind of plant this is; for example: Integrated Steel Plant, Primary Aluminum Production, Publication Printing, Coil Coating, Power Plant, Oil Refinery; Coffee Roasting; Wastewater Treatment Plant; etc. A detailed narrative about the plant is not needed.

Source Level - List major processes that are part of the permitted source; for example: boiler, turbine, coke oven, rotogravure printing press, solid waste incinerator, coating line, lead smelter, air oxidation process, volatile organic liquid storage, etc. A detailed narrative about the process is not needed.

Fuel Type - List all fuels that will be used at this facility; for example: coal, # 2 distillate oil, process gas, etc. Again, a detailed narrative about the fuels used is not necessary.

Pollution Abatement Strategy **-** List all major pollution prevention and control systems/devices that will be used to reduce or eliminate air pollution; for example: powder coatings, low sulfur fuel, electrostatic precipitator, carbon adsorption, etc.

10. **Facility Notes:** This section is for the completion or elaboration of any of the above items where space was a problem. Also, any information that you feel

other agencies should know about this determination should appear here. Notes are typically used for the following:

- More than one permit number [See note under Permit Number.]
- More detail on a particular process
- More than one contact person
- Further explanation regarding the designation of a source as new or modified
- Further explanation of the emission limit or the support documentation associated with setting the limit (i.e., limit based on design or stack test)

11. **Process Description:** List all processes subject to this permit by name (e.g., kiln, boiler) for which a throughput limit, operating limit, emission limit, control strategy, performance or equipment standard has been specified. Use additional pages as necessary. Additional information on a process may be placed in the Process Notes section.

    Process name or process equipment should be listed using one of the process categories listed in Appendix C (Detailed Listing of Proposed Process Categories). A descriptor may be added behind the generic category name. For example,

    Boiler, coal-fired, 3 each
    Kiln, 3 each
    Conveyors, coal/limestone
    Furnace, arc
    Boiler, recovery
    Boiler, power
    Engines, gas-fired

12. **Process Type Code:** A code assigned to each process (see Appendix B) used to categorize determinations.

    [We really need this so please use the drop-down list. Do not use the codes that end in “000". The “000" code are category codes. Also, try and avoid using the codes that end in “999" as they are catch-all categories. If you do not enter an RBLC Process code, we will try to figure it out. If we can’t, you will get a phone call.]

13. **SCC Code:** This code is the standard source classification for processes used throughout the Office of Air at EPA.

[We really need this so please use the drop-down list. If this is not listed, we will try to figure it out. If we can't, you will get a phone call.]

14. **Throughput Capacity:** Indicate the maximum design capacity of the unit. Use the same units of measure used in the NSPS to describe the size of a source. Wherever possible, use the list of standardized abbreviations for process and emission limit - Appendix D.

15. **Compliance Verification:** This series of fields allows you to enter a yes or no response to the following questions:

    - Compliance verified?
    - Method of confirmation:
        - Stack testing?
        - Other testing?
        - Inspection?
        - Calculations?

    You may also enter a narrative description of other types of confirmation methods.

    [If you leave this field blank, it defaults to "no" to indicate that compliance was not verified.]

16. **Process Notes**: This field should contain any additional information on the process being permitted.

17. **Pollutant(s) Emitted:** Make an entry for each pollutant or parameter for which a control requirement or other restraint has been specified (PM, SO_2 CO_2, NO_2, opacity, or others). Use a separate block for each entry, and identify the pollutant and provide its Chemical Abstracts (CAS) number. Use the following standard abbreviations for these common pollutants whenever possible:

PM	Particulate Matter
SO_2	Sulfur Dioxide
NO_2	Nitrogen Oxides
CO	Carbon Monoxide
VOC	Volatile Organic Compounds
VE	Visible Emissions
TRS	Total Reduced Sulfur
F	Fluoride

Be	Beryllium
H_2S	Hydrogen Sulfide
Hg	Mercury
VC	Vinyl Chloride

Abbreviations for other pollutants are listed in Appendix D, along with CAS numbers.

[Use the drop-down list. To quickly get to say "PM," just type a "P." This will move you down the list to the start of the P's. We are working on cleaning up this list, but at this time many pollutants are listed more than once. The one to choose is the one that lists the pollutant name and it's CAS number. For those pollutants that cover a range of pollutants (PM, PM10, NOx, SOx, VOC, opacity etc) the RBLC uses a custom CAS number. For example, these are the right drop-down entries in the Pollutant Name list to choose for the examples listed above: PM - "PM,PM"; PM10 - "PM10, PM"; NOx - "NOx, 10102"; SOx - "SOx, 7446"; VOC - "VOC, VOC"; opacity - "VE,VE".

Do not choose a pollutant that is not in the "name, CAS#" format because it will have to be changed. If you cannot find the pollutant you need to list in the drop-down, please send me an e-mail at <steigerwald.joe@epa.gov> and I will add it (along with it's CAS number) to the list.]

18. **Emission Limit(s):** For consistency and ease of comparison, list the emission limit or rate in the units of measure listed in Appendix C or those used in AP-42. Wherever possible use the list of standard abbreviations (Appendix D).

There are multiple emission limits in the Clearinghouse, they are:

- Primary emission limit and units: The primary emission limit listed in the permit.

- Alternate emission limit and units: If provided on the permit, these numbers represent any alternate emission measurements which the facility may make.

- Standardized limit and units: This limit allows comparison with other similar determinations in the RBLC. Standard units are provided for certain process types (see Appendix D) so that users can compare the entries in this field to determine the most stringent limits.

The base-line limit is no longer used in the RBLC data base.

19. **Emission Type:** A one-character field indicating whether the emission is fugitive, point-source, or area-source.

20. **Pollution Reduction Ranking Information:** Two pieces of information are requested: The number of options examined and the rank of the option selected. The "rank" is the number of the option selected when the options are ordered according to the performance of the system. Number 1 would be the best controlled system, number 2 would be the next best, etc.

21. **Regulatory Requirements Associated with Limit (Basis of Limit):** Indicate the regulatory requirement that precipitated establishing the limit presented, i.e., BACT-PSD, BACT-Other, LAER, MACT, RACT, GACT, NSPS, NESHAP, or Other. Do not list such items as stack test, design or others. These items generally represent the supporting information that may have been used to document or establish the given limit. Such items should be included in the notes section.

    To facilitate the identification of limits use the following abbreviations:

    - BACT-PSD (Prevention of Significant Deterioration)
    - BACT-Other (regulated by state/local rules, not PSD)
    - LAER (lowest Available Control Technology)
    - MACT (Maximum Achievable Control Technology)
    - RACT (Reasonably Available Control Technology)
    - GACT (Generally Available Control Technology)
    - NSPS (New source Performance Standards)
    - NESHAP (National Emission Standards for Hazardous Air Pollutants)
    - Other

22. **Pollution Reduction Method Description:** Describe the specific pollution prevention techniques and add-on equipment used to achieve the permitted emission limits. Specify "NONE" if no controls are feasible. Pollution prevention techniques include operational modifications, limits in the type and amount of raw materials used, limits on throughout or hours of operation, maintenance requirements, equipment specifications, or other limitations. Typical add-on equipment includes ESP, fabric filter, etc. Information in this section may be supplemented under the "Notes" section.

    Please note that the RBLC no longer has separate fields for equipment manufacturer and model number. Place this information, if you have it, in the notes.

[Please note that if you specify “NONE” for this field and then enter something in the Description field, you will get a phone call asking you if you really meant to put “NONE.”

23. **Overall Efficiency %:** Enter the overall system pollution reduction efficiency, consisting of capture (hoods, ductwork, etc.) and collection (control device) efficiency. Any breakdown of efficiencies for capture or collection individually should be shown under "Notes." For P2, indicate the overall effectiveness of the P2 methods.

24. **Cost Data:** Pollution reduction costs include:

- Year of the dollar used in cost calculations
- Cost verified by the permitting agency (yes or no)
- Cost effectiveness in dollars per ton (annualized cost/tons of pollutant removed)
- Capital cost of control equipment
- Annual operation and maintenance cost for all control methods
- Annualized cost (amortized capital cost + annual operation & maintenance costs)

When you have completed the form, mail it to the following address:

RACT/BACT/LAER CLEARINGHOUSE
RBLC (MD-12)
US EPA
RTP, NC 27711